

## Internal & External Verification

To ensure quality and consistency of assessments, regular internal and external audits will take place. The Internal Verifier (IV) will be a senior PDQB assessor appointed by the centre. The IV will provide a report to the Centre and to the PDQB. External Verification will be conducted by the SQA by appointing External Verifiers (EVs) to conduct sample audits of the PDQB examination centres on a regular basis. The audit will confirm compliance with SQA standards of consistency of delivery and assessment between centres. The findings will be reported to the relevant centre and to the PDQB.

## Data Protection Policy

The personal data contained within candidate registration and assessment forms will be retained confidentially by the National Piping Centre in compliance with the provisions of the Data Protection Act 1998; and will be shared as required with the Piping and Drumming Qualifications Board and the Scottish Qualifications Authority for certification purposes

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Registered Charity No 020391



## Information for Candidates



SQA/PDQB Dec 2012  
NPC May 2016 V3  
The National Piping Centre  
3010740

## **Information for SQA Candidates**

### **Qualifications**

SQA/PDQB examinations are for pipers and drummers of all levels and abilities. They are designed on a progression basis. They will lead to improved performance and understanding of the specified instruments and their music.

### **Equal Opportunities/Discrimination**

The National Piping Centre is committed to the promotion of equal opportunities. All students will be treated fairly and will not be discriminated against on grounds of race, colour, religion, nationality, gender or any other form, in terms of access to and assessment of the qualification.

### **Equal Opportunities for Assessment**

The National Piping Centre is committed to ensuring that all students, prospective students and others who have contact with the Centre are treated fairly. In particular, all reasonable adjustments will be made to National Piping Centre provision and services to ensure that those individuals requiring extra assistance will not be substantially disadvantaged. To enable the Centre to meet this commitment it is important that you let the SQA Co-ordinator know what your needs might be as early as possible. Whatever you tell us will be treated with respect and consideration and, as far as is practicable, in confidence.

### **Post Examination - Remedial Action**

The National Piping Centre will do everything it can to help candidates pass their examinations. Expert advice will be offered at all levels and for all aspects of the SQA/PDQB piping and drumming syllabus. Unsuccessful candidates will be given all the time and support necessary to allow them to overcome specific areas of particular difficulty.

### **Plagiarism and Malpractice Policy**

It will be the responsibility of candidates to ensure that they do not undertake any form of cheating or action which will result in unfair advantage. National Piping Centre Assessors will have a responsibility to ensure that work presented as part of all examinations is solely that of the candidate, and that any work or opinions of others referred to is fully acknowledged. Any proven irregularity or misconduct by a candidate will result in exclusion from the examination or a failure.

The full Malpractice Policy is available upon request.

### **Confidentiality**

All personal data contained with the Candidate Registration document will be retained confidentially by the Piping and Drumming Qualifications Board and The National Piping Centre in compliance with the Data Protection Act 1998, and will be shared with the Scottish Qualifications Authority for certification purposes.

### **Marking Process**

The exams are in two parts. Candidates must pass both the Performance and Theory components of the level before they will be issued with a certificate directly from the SQA. Exams are marked in line with guidance from the Piping and Drumming Qualifications Board.

### **Results and Certification Process**

Candidates will be offered feedback from the Assessor as close as possible to the date of the exam. Successful candidates' details will be entered into the SQA certification system. Unsuccessful candidates will be offered support the opportunity to re-sit the exam at a later date. Certificates are issued to candidates directly from the SQA and may be subject to extended processing times.

### **Complaints Procedure**

Any complaints should be made in writing to the National Piping Centre. All complaints will be entered into the formal complaints process of the Centre and will be acknowledged within fourteen working days.

**Stage 1:** SQA Co-ordinator will assess the complaint informally, and resolve where possible.

**Stage 2:** will involve the SQA Co-ordinator liaising with the Tutor or Assessor and complainant.

In the event that Stages 1 and 2 cannot reach a satisfactory conclusion, **Stage 3** will involve a National Piping Centre Complaints Committee.

The full complaints procedure is available on request.

### **Appeals Procedure**

All appeals against the results of PDQB qualifications administered by the National Piping Centre must be made in writing to the Centre within one month of receipt of results. Reasons for the appeal should be fully explained.

Stage 1 will involve a review of the appeal by a Quality Review Panel comprising a minimum of 3 people drawn from the senior officials of the National Piping Centre, including the SQA Co-ordinator.

If the appeal cannot be resolved at Stage 1, Stage 2 will involve consideration of the appeal by an Appeals Panel comprising one of the official representatives of at least 3 of the PDQB partner organisations, but excluding the National Piping Centre.

In the event that Stages 1 and 2 cannot reach a satisfactory conclusion, the appeal should be considered by an Independent Appeals Panel comprising a minimum of 3 senior people drawn from the Piping, Pipe Band or Education sectors.

The full appeals procedure is available on request.